

# Access to Industry Application Pack

## Post: Access to Industry Caseworker

### Project: Moving Forward – NOLB\* Stage 1

\*No One Left Behind

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**Thank you for your interest in applying for a position with Access to Industry.**



## Job Description

<b>Job Title</b>	Caseworker	<b>Accountable to</b>	AI Management Team
<b>Working Hours</b>	21-35 hours per week	<b>Location</b>	Edinburgh
<b>Salary</b>	£28,684 (pro-rata for part-time)	<b>Length of Post</b>	Permanent, subject to funding continuation (current funding is until March 2027)
<b>Project</b>	Moving Forward – NOLB Stage 1		

**About the Role:** An exciting opportunity has arisen to join Access to Industry (AI) on our Moving Forward service for young people. You will be a self-starter who is able to build trust with young people to encourage engagement and support progression to positive destinations. You will be a confident network builder, working autonomously in outreach.

### Key responsibility areas will include:

**Service Delivery:** You will provide meaningful activity and support to individuals aged 16-19 (up to 25 if care experienced or have disabilities), to sustain their engagement and maximise their progression into positive destinations. The role will provide one-to-one case and group work within the catchment areas of Boroughmuir High School, James Gillespie's High School, St Thomas of Aquin's RC High School, Tynecastle High School, and Gorgie Mills.

**Development:** You will shape opportunities that reflect the interests and backgrounds of the young people you support. Flexibility and openness to change are essential, as the role may evolve to ensure the service continues to meet their needs effectively.

**Casework:** Your one-to-one casework will aim to support young people into positive destinations. You will set individual goals and actions plans. You will work holistically, in a trauma-informed approach to support removal of barriers to progression. Annually you will manage a caseload of 30 young people.

**Group work:** You will devise and develop group work to sustain engagement and build skills. Some learning will lead to accreditation through AI's partnership with Edinburgh College, Newbattle Abbey College and AI's in-house SQA Centre. You will facilitate training from external training providers as required by clients.

**Relationships & Partnerships:** You will work collaboratively with schools. You will develop working relationships with other support in the area to the benefit of young people. You will provide supported signposting to support holistic needs. Your work may include direct employer engagement to support young peoples' job opportunities and outcomes.

**Targets:** You will have targets for progression into training, education and, for some, jobs. Progression includes other provision in the City. You will gather evidence of outputs and outcomes achieved as required by funders. You will contribute to reports.

**Team:** You will play a part in the wider AI team through attendance at internal meetings and participation in shared services across the teams.

**Quality Assurance & System Management:** You will maintain excellent case records using computerised data management system (Helix). You will ensure all aspects of file management are in accordance with AI procedures. You will ensure that all systems and procedures relating to the delivery of the service are maintained and used effectively.

**Administration:** You will administer all aspects of the project, including referrals, support, training and progression routes.

**Health and Safety & Property Management:** You will ensure a healthy and safe environment and the protection and best use of property and equipment by implementing and observing policies and procedures.

**Other Requirements:** The post holder will be expected to work 21-35 hours per week and to organise working time in such a way as to maximise the efficiency of the service. The post holder may be required to undertake evening and weekend working and any other tasks deemed appropriate to this position in negotiation with management.

## Person Specification

EDUCATION/QUALIFICATIONS	ESSENTIAL	DESIRABLE
Qualified to degree level or relevant experience.	✓	
EXPERIENCE AND KNOWLEDGE		
Experience of working with young people.	✓	
*in an employability context.		✓
Skilled in supporting individuals to build their personal resilience.	✓	
*in particular young people with no positive destination upon leaving school.		✓
Experience of implementing projects from initial design to delivery.	✓	
Experience in developing and delivering a programme of group work/training that build skills.	✓	
Experience of working with people affected by Adverse Childhood Experiences.		✓
Target driven and experience of monitoring projects to ensure outcomes are being achieved.	✓	
Awareness of the issues of widening access to employment for young vulnerable people.		✓
A knowledge of holistic, person-centred and trauma-informed practice.		✓
SKILLS AND PERSONAL QUALITIES		
Good oral and written communication skills.	✓	
Good team player, but also comfortable working autonomously and proactively.	✓	
Understanding of how statutory and voluntary agencies operate within a multi-agency approach.		✓
Empathetic and non-judgemental in your approach to working with people and the challenges that they face.	✓	

## About Access to Industry

### Moving Forward – NOLB Stage 1 (No One Left Behind)

Moving Forward is a service commissioned through City of Edinburgh Council and contract managed by Capital City Partnership (CCP) as a stage 1 (engagement) employability provision. The funding was broken up into geographical 'clusters' (based on school catchment areas) and Access to Industry deliver the service to two out of seven cluster areas.

The project aims to support young people aged 16 to 19 (up to 25 for those who are care-experienced or disabled) who are not currently in education, employment or training. It offers personalised, one-to-one guidance to help them move towards meaningful and sustained engagement. Working closely with each young person, the project identifies the barriers preventing them from reaching their full potential and provides tailored support to overcome these challenges. This support focuses not only on building the skills required for progression but also on promoting positive mental health and wellbeing. The ultimate goal is to help young people realise their potential and take the next steps into further education, training, or employment.

**Activity:** Each young person is assigned a dedicated Caseworker who works with them to develop an action plan tailored to their interests and strengths. Caseworkers also encourage engagement with other relevant activities and services to help ensure the most suitable and effective progression pathways are identified and pursued.

**Geography:** This role will focus on the catchment areas of Boroughmuir High School, James Gillespie's High School, St Thomas of Aquin's RC High School, Tynecastle High School, and Gorgie Mills. You will work with young people in environments they identify as safe and comfortable – this may be within school settings or in community-based spaces.

Our aim is to support each young person within their local area, in line with the principles of the '20-minute neighbourhood'. You may also accompany young people across the city to access services, achieve personal goals, or make use of space at our Cowgate offices.

**Development:** This role offers the chance to gain a deeper understanding of the needs of the community engaging with the project and to help develop structures and opportunities that respond to those needs. It is a flexible, outreach-based position where you will work autonomously, shaping and delivering a new model of support from the ground up.

**Funding:** Current funding is until March 2027.

### Staff Development

Access to Industry supports individuals with complex needs that may act as a barrier to progression. We are constantly reviewing the skills of our employees and developing these so we can best support our staff to meet the needs of the individual.

On joining, as part of your initial induction and depending on your role, training may include:

- Benefits Training
- Mental Health First Aid
- Motivational Interviewing
- ASIST – Applied Suicide Intervention Skills Training
- Living Life to the Full – training in course delivery
- Conflict Resolution – de-escalation
- Train the Trainers
- Emergency First Aid

## How to Apply

### Access to Industry: Caseworker

#### Application is through a CV and a Supporting Statement

- All applications should be marked 'CONFIDENTIAL: Caseworker Moving Forward.'
- CVs should include two referees, one of whom should be your most recent employer. We will not contact referees prior to interview.
- The supporting statement should demonstrate your experience and how this matches with our requirements. This additional information should be confined to a maximum of two sides of A4 in minimum font size 11. Additional information over this limit will not be considered. Generic statements not contextualised for the post will be discarded. **Please state the number of hours you wish to be considered for (between 21 and 35 hours per week).**
- Closing date for applications is **noon Wednesday 16 July 2025.**
- Interviews will be held in-person in Edinburgh on **Monday 21 July 2025.**
- For an informal chat about this role please contact Magda at [magdagucman@accesstoindustry.co.uk](mailto:magdagucman@accesstoindustry.co.uk)

#### Applications should be sent to:

Email: [finance@accesstoindustry.co.uk](mailto:finance@accesstoindustry.co.uk)

Postal: Access to Industry, 156 Cowgate, Edinburgh EH1 1RP

## Terms and Conditions of Employment

### Access to Industry

<b>Caseworker</b>
<p><b>Salary</b></p> <p>The pay scale for this role is £28,684-£30,934, pro-rata for part time. The appointment is at the first scale point, with progression opportunities upon successful yearly appraisal. AI operates an auto-enrolment pension. AI contribution is 6%; employee contribution is 2%.</p>
<p><b>Annual leave</b></p> <p>Entitlement is 25 days per annum, pro-rata for part-time. Public holiday entitlement is 10 days per annum. This rises incrementally to 30 days per annum from three years of service, incremental at one day per year, pro-rata for part-time.</p>
<p><b>Working Hours</b></p> <p>21-35 hours a week, Monday to Friday. Some evening and weekend work may be required.</p>
<p><b>Equality and Diversity</b></p> <p>Access to Industry works towards the three aims of The Equality Duty in order to:</p> <ul style="list-style-type: none"> <li>• Eliminate unlawful direct or indirect discrimination, harassment and victimisation and other conduct prohibited by The Equality Act 2010;</li> <li>• Advance equality of opportunity between people who share a protected characteristic as set out in the Equalities Act 2010 and those who do not; and</li> <li>• Foster good relations between people who share a protected characteristic and those who do not.</li> </ul>
<p><b>Performance Review</b></p> <p>A three-month probation review period will be in operation.</p>
<p><b>Disclosure</b></p> <p>Successful candidates will be required to complete a Disclosure Scotland PVG form.</p>
<b>Appointment is subject to satisfactory references, PVG and right to work.</b>

## Recruitment Privacy Statement

### How We Use Your Data for Recruitment

#### Background

This privacy policy covers how we, Access to Industry, collect, use, store and protect the data that is supplied to us by job applicants and agencies.

#### Our Commitment to Job applicants

We believe completely in equal opportunities and will treat all applicants fairly with no discrimination.

We never knowingly provide misleading information about the nature of the role. We would never charge a job seeker a fee for the purpose of finding them a role.

We are committed to managing your personal information securely and with respect in accordance with the General Data Protection Requirements.

The information we collect may cover the following:

- Contact information (name, address, phone number and email address).
- Information from CV or Application Form or Covering Letter (education, skills and qualifications).
- Health Records (Night Worker assessment forms, Health questionnaires) where required as part of the role.
- Occupational Health Report (higher level screening required for role) with access to medical records consent being given by the applicant.
- Criminal convictions/offences/protecting vulnerable groups information from Disclosure Scotland, where a requirement for the role.
- References from the named referees that the applicant provides and only with the applicant's consent.
- Visa and proof of the right to work in the UK documents.
- Employment records (including job titles, work history, working hours, training records and professional memberships).
- Salary, annual leave, pension, and benefits information.
- Access to your DVLA portal.

We may also collect, store and use 'special categories' of more sensitive personal data which require a higher level of protection, such as information about your ethnicity, religions and beliefs, sexual orientation, and political opinions. Also, information about criminal convictions and offences.

#### Purpose of Collection

The purpose of collecting this information is to find suitable candidates to fulfil a specific role within our organisation, and to check that you are legally entitled to work in the UK.

To enable us to make recruitment decisions and assess suitability for particular work, we will process information about criminal convictions and offences (including alleged offences). We will process this information to enter a contract with you, to comply with a legal obligation, for our legitimate interests and to exercise or perform employment law rights or obligations.

Any offer of work from us will be subject to a satisfactory criminal record check to allow us to perform our public task and comply with our statutory obligation.

Processing criminal conviction data requires the same safeguards as 'special categories' data.

### **How the information is held**

Most information is transmitted by email and is stored on our computers, and paper-based filing.

All this information can only be accessed by authorised staff within our organisation. Our staff are trained to understand the importance of keeping personal data secure. Our computers are safeguarded by anti-virus software and the regular changing of security passwords.

The information on candidates for specific roles will be held for six months in line with CIPD recommended best practice. After which paper files will be securely shredded and computer records deleted. Only if we have asked, and you have given your consent for the data to be held, will this not apply.

### **Disclosure**

We may disclose the information for the purpose of obtaining referees. Where additional information is required, the information may be obtained from Disclosure Scotland, your GP or an Occupational Health professional only after you have given your consent.

You have specific rights in connection with personal information: request access to your personal information; request correction of the personal information that we hold about you; request erasure of your personal information; object to processing of your personal information where we are relying on a legitimate interest; request the restriction of processing of your personal information; request the transfer of your personal information to another party and the right to withdraw consent.

### **Complaints**

Privacy complaints are taken very seriously and if you believe that we have breached your privacy you should in the first instance write to the Finance Administrator, who has responsibility for Data Protection within our organisation, stating the details of your complaint ([finance@accesstoindustry.co.uk](mailto:finance@accesstoindustry.co.uk)). We would ask that you provide us with as much detail as possible to allow a thorough investigation. Your complaint will be acknowledged within 24 hours, and we aim to resolve any complaint within five working days. However, depending on the complexity of the complaint and availability of external agencies, it may on occasions take longer.

Should your complaint show that we have breached our duty of care we will report the breach to the Information Commissioner's Office. If you are not satisfied by our response you may complain to the ICO.